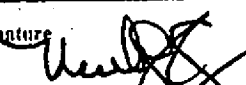

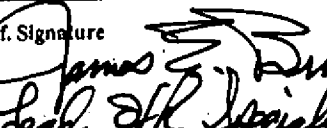


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Kansas City, KS		2. POSITION NUMBER 00063974	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position 6556 4/93					
		b. Title	c. Service	d. Series	e. Grade
Official Allocation	Enforcement Coordination Office Deputy Director		GS	340	14
4. SUPERVISOR'S RECOMMENDATION	Deputy Office Director		GS	340	14
5. ORGANIZATIONAL TITLE OF POSITION (if any) Deputy Director			6. NAME OF EMPLOYEE MOSES, Althea		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Office of the Regional Administrator			f.		
c. Enforcement Coordination Office			g.		
d.			h. EPAYS Organization Code 90715000		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input checked="" type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.					
<input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Mark Hague, Director, ECO			d. Typed Name and Title of Second-Level Supervisor William Rice, Acting RA, Region 7		
b. Signature 		c. Date	e. Signature 		f. Date
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code CO
d. Bargaining Unit Code 8888	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature 		g. Date 1/15/10
11. REMARKS SERVES AS ALTER EGO TO DIRECTOR, ECO. SHARES FULLY WITH DIRECTOR IN ALL PHASES OF PROGRAM/WORK					

DEPUTY OFFICE DIRECTOR

GS-340-14

INTRODUCTION

The Deputy Office Director serves as a full deputy and alter-ego to the Director, sharing in and assisting with the planning, administration, direction, coordination and supervision of all phases of the organization work.

The Deputy Office Director is responsible for a wide variety of environmental program functions and for achieving the objectives and goals of the program managed. There is a high degree of freedom; responsibility for delegating priorities and procedures; for establishing short and long-range plans and projects; for allocating resources within broad budgetary limitations; for recommending changes in program goals and policies to higher authority; and for directing, coordinating and reviewing Office operations.

MAJOR DUTIES AND RESPONSIBILITIES

Assists the Director in planning, organizing, directing, controlling and coordinating the Office programs/functions which are set out in the Office functional statement. Therein, the Deputy Office Director assists the Director in the following activities:

- ☐ Coordinating program and work planning activities of the Office.
- ☐ Establishing and managing in an Office budget.
- ☐ Formulates and executes short and long-range plans for optimum utilization of personnel, facilities and funds.
- ☐ Initiates and establishes internal operating policies and procedures.
- ☐ Anticipates needs, requirements, problems, developments, and trends so the new programs can be planned and integrated with the current total program.
- ☐ Keeps informed on the status and progress of work within the Office, in order to determine that the Office goals and objectives are being met.
- ☐ Determines priorities when conflicts or other problems of the Office arise; makes decisions in the absence of Office Director; coordinates changes in Office activities scheduling to assure cost effective commitment of Office resources on a continuing basis.

Serves as Acting Office Director, in the absence of the Director and at other times specified by the Director.

Manages the Region's Quality Assurance Program and works with each program Division to ensure quality practices for data collection are in place.

As needed, directs the efforts of the staff to provide coordination of technical and programmatic expertise in any effort to be taken.

Serves on committees and panels and performs liaison duties in connection with planning and coordinating Regional Office programs. Maintains close liaison with other Regions, particularly

contiguous regions, for the purpose of coordinating technical matters that overflow Regional boundaries. Collaborates with consultants in other program areas in planning broad and related programs. At the National level, represents the Agency in conferences with professional societies, educational institutions, and industry representation on matters relating to pollution and control. Delivers speeches to both public and private organizations and groups pertaining to objectives and accomplishment of assigned program.

Assures coordination of the Office activities with internal and external organizations. Establishes liaison with and meets with key officials of EPA, other Federal and non-Federal agencies (agricultural and professional groups, members of environmental organizations) and the general public to ascertain problems, advise and coordinate on all aspects of the Office activities.

Serves as the primary liaison for the Office in coordinating Homeland Security Preparedness and response within the Office, and with state laboratory facilities.

Assists in the preparation and implementation of work plan/GPRA goals and objectives. Included in this effort is the need to analyze work requirements, determine staff resource needs, including equipment and other resources, and budget needs.

Serves as technical advisor and consultant to the Director in assigned program areas. As an authoritative technical specialist and administrator in Agency and Regional conferences pertaining to a broad spectrum of program subject matters.

Represents the Region in technical planning committees, seminars and other professional meetings of Regional importance, with authority to present the Region's point of view on matters reviewed or discussed. Represents the Region in conferences with Federal, state and other Government Agencies, private industry, and local groups for exchange of information and advice on matters of interest to the program. As directed, serves on Headquarters task groups to develop program criteria of national importance.

Supervises a large group of employees and cross regional workgroups. Selects or contributes significantly to the selection of key personnel (e.g., for promotion, reassignment, status changes, awards, and selections; taking of serious disciplinary actions; administration of human resources management program (i.e., merit promotion plans, career development, performance appraisal and counseling services) and equal employment opportunity programs.

SUPERVISORY CONTROLS

Works under the general policy guidance of the Office Director, who translates national and regional program objectives and provides technical program direction. Exercises personal knowledge and techniques in planning, director, organizing, and coordinating operations required to accomplishment of assignments. Work is reviewed for adherence to Agency policy for assurance that the broad technical and scientific objectives of the Office, Regional programs and the Agency have been fulfilled.

EXTRAMURAL RESOURCES MANAGEMENT DUTIES CHECKLIST

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring LESS than 25% of time on these duties.

EMPLOYEE INFORMATION

Name: Althea Moses

Position Number:

Series/Grade: GS0340-14

Organization: RGAD-ECO

Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☐ Total extramural resources management duties occupy less than 25% of the time.
- ☒ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature: [Signature] Date: 1/5/10

Human Resources Specialist's Signature: [Signature] Date: 1/5/10

Part 1. Contracts Management Duties

delivery orders/work assignments after award

Pre-award:

- ☒ Plans procurements
- ☒ Estimates costs
- ☒ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☒ Processes unsolicited proposals
- ☒ Responds to pre-award inquiries
- ☒ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list)

Post-award:

- ☐ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors costs, management, and overall technical performance of contract after award
- ☐ Monitors management and performance of

Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☒ Defines scope of work for work assignments
- ☒ Approves payment, requests or ACH drawdowns
- ☒ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- ☒ Reconciles payments with work performance
- ☒ Closes out payments
- ☒ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

PERCENTAGE OF TIME SPENT ON CONTRACT MANAGEMENT:

5 %

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis

- ☒ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants.
- ☒ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant.
- ☒ Assists applicant in resolving issues in application
- ☒ For cooperative agreement, determines substantial Federal Involvement and develops a condition for agreement
- ☒ Negotiates level of funding
- ☒ Conducts site visits to evaluate program capability
- ☒ Serves as resource to Selection Panel
- ☒ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☒ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☒ Established project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient's activities and progress.
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients
- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions.
- ☒ Approves payments requests or ACH drawdowns
- ☒ Reviews request for modifications, additional funding, etc. and makes recommendations to Grants Management Office.
- ☒ Negotiates amendments
- ☒ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement.
- ☒ Resolves with Grants Management Office administrative and financial issues.
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants

- ☒ Management Office to ensure timely close-out
- ☒ Reconciles payment with work performed
- ☒ Notifies recipient of close-out requirements
- ☒ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spend on Grants/Cooperative Agreements Management:

30 %

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund Only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports
- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund Only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund Only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7

POSITION NUMBER: _____ EMPLOYEE: *Althea Moses*

POSITION TITLE, SERIES, AND GRADE: *Deputy Director, GS-340-14*

MEDICAL MONITORING PROGRAM REQUIREMENTS

- This position IS in the medical monitoring program.
☒ This position IS NOT in the medical monitoring program.

Regional Safety & Health Officer Concurrence: _____

Compliance with EPA Order 3500.1; Inspector Training Program is required.

DRUG TESTING PROGRAM

- This position IS in the drug testing program.
☒ This position IS NOT in the drug testing program.

Drug Testing Program Coordinator Concurrence: _____

FLSA EXEMPTION

- This position is Non-Exempt from FLSA.
☒ This position is Exempt from FLSA.
☒ Executive Exemption
☐ Administrative Exemption
☐ Professional Exemption

BARGAINING UNIT DESIGNATION

- Position is included in the ☐ NTEU (0029) ☐ AFGE (0011)
☒ Position is eligible for inclusion in a BU but currently not covered (7777).
☒ Position is excluded from the BU (8888).

EXTRAMURAL RESOURCES MANAGEMENT DUTIES

- This position has NO extramural resources management responsibilities.
Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Checklist.
☒ Total Extramural Resources Management Duties occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.
Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description.

PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY

☒ This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities.

This Position is a ☐ Property Management Officer (PMO); ☐ Property Accountability Officer (PAO); ☐ Property Utilization Officer (PUO) and/or ☐ Custodial Officer duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property Utilization Checklist.

More than 25% is described in the position description.

ANNUAL CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

☒ Required to File
☐ Excluded from Filing

Regional Ethics Officer Concurrence:

RISK DESIGNATION (Complete the attached Risk Designation Form)

Risk Level: HR

Computer-ADP: _____

Minimum Investigation: BI

Adjustment for Uniqueness and Uniformity: _____

Regional Security Officer:

Supervisor Signature

Classification Specialist

Date

Date

Review

(Attached to Original Position Description)

8/09